



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
1400 DEFENSE PENTAGON
WASHINGTON, DC 20301-1400

PUBLIC AFFAIRS

PENTAGON TOURS
GROUP TOUR REQUEST GUIDELINES

August 1, 2006

1. Tours for select groups will be offered Monday through Friday, 0900-1500, excluding federal holidays.
2. Confirmed groups will check in with Tours window personnel in the Pentagon Visitor Center inside of the Metro Entrance Facility in order to review security guidelines, check roster, and ensure compliance. Tours originating or terminating at locations other than the Pentagon Visitor Center require written authorization from Pentagon Force Protection Agency (PFPA) at (703) 697-1001, (703) 692-7184 or (703) 695-3206.
 - a. Groups should arrive **15 minutes prior** to scheduled tour time.
 - b. Tour groups **20 minutes late will** be cancelled.
3. Tour office will accept and process only those tour requests from educational institutions (schools/colleges/Academies), churches, government agencies, or military organizations.
4. All requests must be submitted either online at **PENTAGON.AFIS.OSD.MIL** or on official **office/organization letterhead** to the Fax or E-Mail at the bottom of the page. All requests must be submitted **no earlier than 3 months and at least two weeks prior** to requested tour date. All requests must be submitted either online at **PENTAGON.AFIS.OSD.MIL** or on **office letterhead** to the Fax/E-Mail at the bottom of the page. All requests must be submitted **no earlier than 3 months and at least two weeks prior** to requested tour date. Again, ALL REQUESTS NEED TO BE SUBMITTED ON LETTERHEAD NO LESS THAN 2 WEEKS IN ADVANCE.
 - a. Requests must include the following information:
 - i. Name of school/institution
 - ii. Address
 - iii. Point of Contact - Fax **AND** Phone number (you may not receive confirmation without this)
 - iv. Tour date(s) and time(s) requested
 - v. Number of kids/adults on tour
 - vi. Special needs (wheelchairs, strollers, etc.)
 - vii. Roster of visitors (in alphabetical order) including names, dates of birth, city/state of birth, and social security/passport numbers. *Security roster is not required upon submission of tour request. It may be submitted if roster is complete but it has to be submitted upon requestor receiving a confirmation letter or No Later Than 3 days prior to scheduled tour date*
5. Tours are scheduled on a first come, first served basis. Written confirmation of tour reservation and security guidelines will be provided to the requestor upon approval within 3 to 5 business days. Once again the name roster must be provided to the Tours office NLT 3 days prior to scheduled tour. The confirmation letter should be provided to PFPA personnel for entrance into the building and then to the Tour Window personnel upon arrival inside.
6. *Please make sure to review the security guidelines to expedite the security process and ensure your timely arrival at the Tours window*

Please note: Pick-Up and Drop-Off will be at the Pentagon Visitor Center inside of the Metro Entrance Facility unless otherwise approved by PFPA.

Telephone: (703)-697-1776

Email: tourschd.pa@osd.mil

Fax: (703)-614-1642



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PENTAGON TOURS

FRIENDS & FAMILY TOUR REQUEST GUIDELINES

1. Tours for friends and family groups are offered at **2:00 PM**, excluding federal holidays on the following days:
 - a. In January, February, July, August, November, and December friends and family tours are Monday **through** Thursday excluding Fridays.
 - b. From March to June, September and October friends and family tours are on Monday and Thursday **only**.
2. Tour office will accept and process those tour requests from the National Capital Region personnel with access to the Pentagon.
3. Confirmed groups will check in with Tours window personnel in the Pentagon Visitor Center inside of the Metro Entrance Facility in order to review security guidelines.
 - a. Guest(s) need to check in with Tours Window personnel at least **15 minutes prior** to scheduled tour time. Tour groups **10 minutes late will** be cancelled.
 - b. Requestor is not responsible for escorting group into the building and does not have to be present during check-in. Please contact Pentagon Force Protection Agency (PFPA) for building security questions at (703) 697-1001, (703) 692-7184 or (703) 695-3206.
4. The maximum number of people per request is **10**, No Larger. Exceptions to the number of people, check-in area, time, and date are for Retirement and Promotion ceremonies **only**.
5. All requests must be submitted either online at **PENTAGON.AFIS.OSD.MIL** or on **office letterhead** to the Fax/E-Mail at the bottom of the page. All requests must be submitted **no earlier than 3 months and at least two weeks prior** to requested tour date. Again, **ALL REQUESTS NEED TO BE SUBMITTED ON LETTERHEAD NO LESS THAN 2 WEEKS IN ADVANCE.**
 - a. Requests **must** include the following information:
 - i. Name of group/family
 - ii. Address
 - iii. Point of Contact - Fax **AND** Phone number (you may not receive confirmation without this)
 - iv. Tour date
 - v. Number of kids/adults on tour
 - vi. Special needs (wheelchairs, etc.)
 - vii. Roster of visitors (**in alphabetical order**) including names, dates of birth, city/state of birth, and social security/passport numbers. ***Security roster is not required upon submission of tour request. It may be submitted if roster is complete but it has to be submitted upon requestor receiving a confirmation letter or No Later Than 3 days prior to scheduled tour date***
6. Tours are scheduled on a first come, first served basis. Written confirmation of tour reservation and security guidelines will be provided to the requestor upon approval within 3 to 5 business days. Once again, the security roster must be provided to Tours office NLT 3 days prior to scheduled tour. The confirmation letter should be provided to the Tour Window personnel upon checking in for tour.
7. ***Please make sure to review the security guidelines to expedite the security process and ensure your timely arrival at the Tours window***

****Please note: Pick-Up and Drop-Off will be in the Pentagon Visitor Center inside of the Metro Entrance Facility.**

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